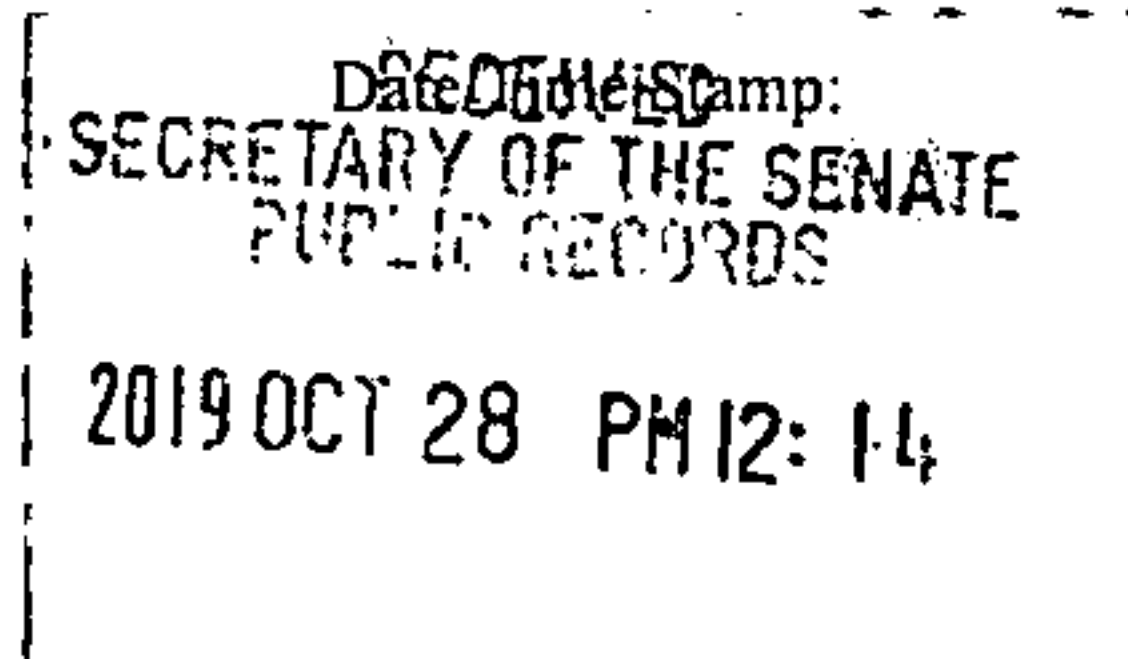


# Employee Post-Travel Disclosure of Travel Expenses



**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The International Campaign for Tibet

Travel date(s): September 28 to October 4, 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2655.86	\$448.70	\$55.00	\$0
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): I traveled to India from September 28, 2019-October 4, 2019 and met with His Holiness the Dalai Lama, Indian Government officials, Tibetan civil society organization

and the Central Tibetan Administration officials to discuss the plight of the Tibetan community in exile as well as Tibetans living inside Tibet under increasing Chinese repression.

10/28/19  
(Date)

Bethany Polos  
(Printed name of traveler)

Bethany Polos  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/28/19  
(Date)

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Bethany Poulos

Employing Office/Committee: Senator Marco Rubio (R-FL)

Private Sponsor(s) (list all): International Campaign for Tibet (ICT)

Travel date(s): September 28, 2019-October 4, 2019

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): New Delhi, India and Dharamsala, India

Explain how this trip is specifically connected to the traveler's official or representational duties:

As Senator Rubio's Foreign Policy Legislative Assistant, I am responsible for issues relating to human rights, democracy, humanitarian issues, global women's issues, and global health. Senator Rubio is a member of the Senate Foreign Relations Committee and Senate Appropriations Subcommittee on State, Foreign Operations, and Related Programs. This trip would allow me to see firsthand the Tibetan community living in exile as we continue to craft policy towards Tibet as well as fund programs for Tibetans. Senator Rubio is currently working on new Tibet legislation.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9-20-19  
(Date)

Bethany Poulos  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Marco Rubio hereby authorize Bethany Poulos  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9-26-19  
(Date)

M. Rubio  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): International Campaign for Tibet (ICT)
2. Description of the trip: Attached
3. Dates of travel: September 28, 2019 - October 4, 2019
4. Place of travel: New Delhi, India and Dharamsala, India
5. Name and title of Senate invitees: Attached
6. I *certify* that the trip fits one of the following categories:
  - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR –
  - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND –
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND –
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).





15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ICT educates the American people on the issue of Tibet through a variety of activities including talks, newsletters, email and other electronic media and by publishing long form reports that address current events inside Tibet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Total: \$3400 Detail Attached	Total: \$800 Detail Attached	Total \$250 Detail Attached	None
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Attached

19. Name and location of hotel or other lodging facility:

In New Delhi: Andaz Delhi, Asset No.1, Aerocity, New Delhi, Delhi 110037, India

In Dharamsala: Norbu House, Mcleod Ganj, Dharamsala, H.P., India

20. Reason(s) for selecting hotel or other lodging facility:

The hotel in New Delhi is located near the airport for greater convenience. The hotel in Dharamsala is centrally located near the main institutions to be visited.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging in New Delhi is less than the Federal per diem rate. The lodging in Dharamsala is less than the Federal per diem rate. The meals in both Delhi and Dharamsala are less than the Federal per diem rate for both cities.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

**Signature of Travel Sponsor:**

**Name and Title:** Matteo Mecacci, President

**Name of Organization:** International Campaign for Tibet

**Address:** 1825 Jefferson Pl, NW, Washington D.C., 20036

**Telephone Number:** 202.785.1515. ext 236

**Fax Number:** 202.785.4343

E-mail Address: [matteo.mecacci@savetibet.org](mailto:matteo.mecacci@savetibet.org)